

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
PRINCIPAL

1. INSTRUCTIONAL PROGRAM MANAGEMENT / DEVELOPMENT

- _____ 1. Provide instructional leadership and supervision for student achievement.
- _____ 2. Manage and administer the development, implementation, and assessment of the instructional program at the assigned school.
- _____ 3. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
- _____ 4. Promote high student achievement.
- _____ 5. Coordinate program planning with District instructional staff.
- _____ 6. Manage the selection of textbooks, materials, and equipment.
- _____ 7. Manage and administer the testing program for the school.
- _____ 8. Align school initiatives with District, state, and school goals.
- _____ 9. Establish and coordinate procedures for student, teacher, parent, and community evaluation of curriculum.
- _____ 10. Direct the development of the master schedule and assign teachers according to identified needs.
- _____ 11. Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
- _____ 12. Facilitate, monitor, and coordinate the implementation of Exceptional Student Education programs and services.
- _____ 13. Provide leadership in the effective use of technology in the classroom.
- _____ 14. Supervise the establishment and maintenance of individual professional development plans for each instructional employee.

2. PERSONNEL ACTION SERVICES

- _____ 15. Interview and select qualified personnel to be recommended for employment.
- _____ 16. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- _____ 17. Implement and administer negotiated employee contracts at the school site.
- _____ 18. Assign and supervise school personnel to special projects for the enhancement of the school.
- _____ 19. Establish job assignments for school-site administrators, teachers, and support personnel.
- _____ 20. Develop and administer duty rosters for certificated and non-certificated staff as required.
- _____ 21. Manage and administer personnel development through training, inservice and other developmental activities.
- _____ 22. Provide training opportunities and feedback to personnel at the assigned school.

3. SCHOOL OPERATIONS / DELIVERY SYSTEMS

- _____ 23. Supervise the operation and management of all activities and functions at the assigned school.
- _____ 24. Develop positive school / community relations and act as liaison between the school and community.
- _____ 25. Access, analyze, interpret, and use data in decision-making.
- _____ 26. Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
- _____ 27. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
- _____ 28. Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.
- _____ 29. Supervise the orderly movement and safety of transportation services on school grounds.
- _____ 30. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.

PRINCIPAL (Continued)

- _____ 31. Establish and manage accurate student accounting and attendance procedures at the assigned school.
- _____ 32. Coordinate the school food service program at the assigned school, including the free and reduced food service program requirements.
- _____ 33. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
- _____ 34. Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- _____ 35. Direct the establishment of adequate property inventory records and ensure the security of school property.
- _____ 36. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
- _____ 37. Supervise the preparation and maintenance of accurate and timely reports and records.

4. STUDENT SUPPORT SERVICES

- _____ 38. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- _____ 39. Facilitate a program of family and community involvement.
- _____ 40. Supervise the school guidance program and services to ensure that individual student educational and developmental needs are met.
- _____ 41. Establish procedures to be used in the event of school crisis and / or civil disobedience and provide leadership in the event of such happenings.
- _____ 42. Coordinate the supervision of all extracurricular programs at the assigned school.
- _____ 43. Manage and supervise the school's athletic and student activity programs including the selection of club sponsors and coaches, approve all school-sponsored activities, and maintain a calendar of all school events.
- _____ 44. Maintain visibility and accessibility on the school campus.
- _____ 45. Attend school-related activities and events.

5. PERSONAL / PROFESSIONAL EMPLOYEE QUALITIES

- _____ 46. Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
- _____ 47. Communicate effectively, both orally and in writing, with parents, students, teachers, and the community.
- _____ 48. Model effective listening and positive interaction skills.
- _____ 49. Maintain and model high standards of professional conduct.
- _____ 50. Serve as a member of the Superintendent's District-Wide Leadership Team.
- _____ 51. Set high goals and standards for self, others, and organization.
- _____ 52. Keep abreast of trends and changes in educational programs and procedures.
- _____ 53. Participate in developing the District strategic plan, District school calendar, staffing plan, and manpower plan. Manage and administer school functions relating to these items.
- _____ 54. Perform other duties as assigned.

6. LEADERSHIP

- _____ 55. Provide leadership in the school improvement process and the implementation of the school improvement plan.
- _____ 56. Establish a vision and mission for the school in collaboration with key stakeholders.
- _____ 57. Exercise proactive leadership in promoting the vision and mission of the District.

PRINCIPAL (Continued)

- _____ 58. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- _____ 59. Access District and community resources to meet school needs.
- _____ 60. Anticipate problems and difficult situations and plan appropriately to handle them.
- _____ 61. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.
- _____ 62. Provide recognition and celebration for staff, student, and school accomplishments.
- _____ 63. Build teams to accomplish plans, goals, and priorities.
- _____ 64. Promote and market the school and its priorities.

7. STUDENT GROWTH / ACHIEVEMENT

INDICATORS

- _____ 65. Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made test, criterion and norm-referenced-standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the District and / or required by statutes or adopted curriculum standards.
- _____ 66. _____
- _____ 67. _____
- _____ 68. _____
- _____ 69. _____

8. ASSESSMENT AND OTHER SERVICES

- _____ 70. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 71. The accurate and timely filing of all school reports
- _____ 72. The completion of required professional development services.
- _____ 73. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 74. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement

PRINCIPAL (Continued)

DATA COLLECTION CODES

O -- Observed

C -- Collected Data

I -- Clearly Indicated

NE -- Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)

_____ (Date)

_____ (Date)

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)